

QUINCY BUSINESS GUIDE

2018-2019 | VERSION 4



WELCOME TO QUINCY



As Mayor of the historic City of Quincy, I would like to extend my sincere appreciation to you for selecting our community to operate your business. This City has made it a priority to open its doors to aspiring entrepreneurs, small businesses, and major office and industrial users with our streamlined permitting process, open access to government agencies, and in special cases, property tax incentives that spur investment and job creation.

Quincy is in the midst of an unprecedented level of economic growth and development, fueled by a variety of private and public sector investments. By selecting the City of Quincy as the home for your business, you will become part of an exciting and dynamic era that is making Quincy a premier choice in which to live, work, learn, and invest.

Welcome to the City of Quincy!

Thomas P. Koch
Mayor



On behalf of the Quincy Chamber, I would like to welcome you as a new member of our vibrant and diverse business community. I invite you to take advantage of the individuals, services and resources available at the Quincy Chamber. We have what you need to create your own start-up or grow your existing business.

At the end of this guide, you will find information about us and what we can do for you. Whether you need guidance to establish your business, loan and grant programs to grow it, or helpful advice to expand your communication channels – we can help you. We also schedule 50+ events per year to assist with networking opportunities. Whether it's a golf tournament, quarterly breakfast or our popular Annual Meeting, we provide the settings that make business happen.

Please make us one of your first stops on your journey to the American Dream!

Tim Cahill
President, Quincy Chamber

QUINCY BUSINESS GUIDE



INTRODUCTION

The goal of this user-friendly guide is to help small business applicants better understand the existing permitting and licensing process in the City of Quincy. As you move forward, always remember that the City staff is available and more than happy to assist you. Doing it right from the start saves everyone time and money.

As you prepare to open your business, it is important to check with the city's Department of Inspectional Services to make sure the proposed business is allowed in the zoning district and property you are considering. The Quincy Chamber of Commerce also has experienced staff that is available to assist you.

The City of Quincy and Quincy Chamber of Commerce offer a variety of services to help an individual through the permitting and licensing process.

- Representatives from the city's building, health, zoning and licensing departments join with local architects, building contractors and attorneys to answer questions and help make your experience of opening a business in the City of Quincy a pleasant one. Contact the Quincy Chamber of Commerce at 617-471-1700.
- Every Thursday afternoon from 2:00 – 4:00 p.m. the Department of Inspectional Services offers a free walk-in clinic where individuals can meet one-on-one with zoning and permitting officials to review a proposed project and the steps required for city approval. The Department of Inspectional Services is located at 55 Sea Street and can be reached at 617-376-1450.

PLACES TO START

If you anticipate undertaking renovations (leasehold improvements) on an existing commercial space it is advisable to check with the Department of Inspectional Services prior to signing the lease. The Department will determine if the business is permitted in the proposed location and will inform you of any building code and public safety requirements needed prior to opening the business. Knowing these factors upfront will help you budget adequately when securing financing for your business, and better prepare you for negotiating lease terms and conditions.

A Preliminary Site Review service is available to help individuals evaluate a commercial space to determine the public safety and building code upgrades that may be necessary to accommodate the new use or proposed renovation design. Contact the Department of Inspectional Services to schedule a Site Review at 617-376-1450 or jduca@quincyma.gov.

It is advisable that you contact the City Councillor that represents your business area in which you are proposing to locate your business. The City Councillor can provide community input and perspective to help guide you through the approval process.



PEOPLE TO KNOW IN QUINCY

Quincy City Hall, Office of the Mayor

Mayor Thomas P. Koch

1305 Hancock Street, Quincy, MA 02169

Phone: (617) 376-1990 | Email: mayorkoch@quincyma.gov

Web: www.QuincyMA.gov

Hours: Monday thru Friday, 8:30 a.m. to 4:30 p.m.



KEY CONTACTS

Office of City Clerk

Nicole L. Crispo, City Clerk

1305 Hancock Street, Quincy, MA 02169

Phone: 617-376-1132

Virtual Licenses: 617-376-1134

E-mail: ncrispo@quincyma.gov

License Board

Andrew Scheele, Health Commissioner

Jay Duca, Director of Inspectional Services – Co-Chair

Paul Keenan, Chief of Police

John Cadegan, Fire Chief

Nicole Crispo, City Clerk – Chairman

Susan Kindregan, Licensing Board Administrator

City Clerks Office

1305 Hancock Street, Quincy, MA 02169

Phone: 617-376-1134

E-mail: ncrispo@quincyma.gov or skindregan@quincyma.gov

Inspectional Services/Building Department

Conservation Commission

Zoning Board of Appeals, Plumbing, Electrical

Jay Duca, Director

55 Sea Street, Quincy, MA 02169

Phone: 617-376-1450

Fax: 617-376-1465

Email: jduca@quincyma.gov

Planning and Community Development

Department & Planning Board

James J. Fatseas, Planning Director

Coddington Hall

34 Coddington Street, Quincy, MA 02169

Phone: 617-376-1362

Email: jfatseas@quincyma.gov

Health Department

Andrew G. Scheele, M.P.H.

Public Health Commissioner

440 East Squantum Street, Quincy, MA 02171

Phone: 617-376-1272 | Cell: 617-908-9827

Email: ascheele@quincyma.gov

Office of Economic Development

Maureen Geary, Business/Government Relations

Phone: 617-376-1266

Historic District Commission

Sue Callow

Planning Department

34 Coddington Street, Quincy, MA 02169

Phone: 617-376-1368

Email: scallow@quincyma.gov

Police Department

Paul Keenan, Chief

1 Sea Street, Quincy, MA 02169

Phone: 617-479-1212

Email: qpdinfo@quincyma.gov

Affordable Housing Trust

Thomas Fabrizio

1305 Hancock Street

Quincy, MA 02169

Phone: (617) 376-1123

Email: tfabrizio@quincyma.gov

Fire Department

John Cadegan, Chief

Quincy Fire Department

40 Quincy Avenue, Quincy, MA 02169

Phone: 617-376-1040 (Business No.)

Email: firechief@quincyma.gov

Department of Public Works

Al Grazioso, Commissioner

55 Sea Street, Quincy, MA 02169

Phone: 617-376-1959

Email: agrazioso@quincyma.gov

Engineering Department

Paul Costello, City Engineer

55 Sea Street, Quincy, MA 02169

Phone: 617-376-1937

Email: pcostello@quincyma.gov

Traffic, Parking, Alarm and Lighting

Chris Cassani, Director

55 Sea Street, Quincy MA 02169

Phone: (617) 376-1936

Email: ccassani@quincyma.gov

Mayor's Office of Constituent Services

Larry Liuzzo, Director

Quincy City Hall

1305 Hancock Street, Quincy, MA 02169

Phone: 617-376-1990

Email: lliuzzo@quincyma.gov

Quincy Chamber of Commerce

Tim Cahill, President

180 Old Colony Avenue, Suite 300, Quincy, MA 02170

Phone: 617-471-1700

Web: www.TheQuincyChamber.com

Email: tcahill@thequinchamber.com

BUSINESS CERTIFICATE



Office of City Clerk

Nicole L. Crispo, City Clerk

1305 Hancock Street, Quincy MA 02169

Phone: 617-376-1132 | Virtual Licenses: 617-376-1134 | E-mail: ncrispo@quincyma.gov

WHAT IS A BUSINESS CERTIFICATE?

A business certificate is the public record of the name and address of the owner(s) of a business, and is commonly referred to by the name “D.B.A.” (“doing business as”) or “Sole Proprietorship. Its purpose is primarily for consumer protection and public information. Lenders will typically request a copy of your business certificate.

WHO NEEDS TO GET A BUSINESS CERTIFICATE?

Massachusetts General Laws Chapter 110, §5 states that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file (a certificate) in the office of the clerk of every town or city where an office of any such person or partnership may be situated.

Under Chapter 110, §6 a business certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Certain other associations and partnerships may also be exempt (refer to above citation for details.)

Businesses who file with the Secretary of State’s Office do not need to file in the City, unless you require a DBA.

HOW DO I FILE OR RENEW A BUSINESS CERTIFICATE?

Business certificates can be obtained at the City Clerk’s Office. If you are using your residence as your business address then you must first obtain a Home Occupancy Approval letter from the Department of Inspectional Services. This can be obtained provided that the owner filing for the business certificate is proven to be a resident at that address and meets the requirements for a home business. After obtaining the Home Occupancy Approval letter from the Department of Inspectional Services, you can then obtain a business certificate at the office of the City Clerk after presenting your letter. The fee for a business certificate is \$40.00 and is valid for four years. Renewal fee is also \$40.00.

WHAT DO I DO IF I DISCONTINUE OR WITHDRAW FROM THE BUSINESS, OR MOVE TO ANOTHER LOCATION?

If you are no longer in business or you move out of the City, you should file a withdrawal from business form obtained at the office of the City Clerk. The fee for withdrawing from a business is \$10.00. This should be done as soon as possible as personal property taxes on your business cannot be adjusted until the Assessor’s receive your withdrawal form. It is effective from the date that you file this form not the date you ended your business. You should file before the date of expiration.

WHAT IS THE PENALTY FOR FAILING TO FILE A BUSINESS CERTIFICATE?

The requirement to file a business certificate is a State Law (MGL Chapter 110, §5). Failure to do so is punishable by a fine of up to \$300.00 per month of violation.

DOES THE FILING OF A BUSINESS CERTIFICATE PROTECT ME FROM OTHERS USING THE SAME NAME?

No. The protection of a trademark (word, name, symbol or device) in Massachusetts is accomplished through the Secretary of State’s Office, visit www.mass.gov/scc. Other information about starting a business in Massachusetts can be found on the www.mass.gov/hed.



BUILDING PERMIT

Inspectional Services/Building Department
Conservation Commission
Zoning Board of Appeals
Plumbing
Electrical

Jay Duca, Director
55 Sea Street, Quincy, MA 02169
Phone: 617-376-1450
Fax: 617-376-1465
Email: jduca@quincyma.gov

WHAT IS A BUILDING PERMIT?

Building permits are issued to licensed contractors and property owners to allow new construction work and/or renovations of a commercial space. Building permits are required to construct, reconstruct, alter, repair, remove or demolish a building or structure or change the use of a building.

WHERE DO I GET A BUILDING PERMIT?

The Department of Inspectional Services issues building permits. Other required approvals for the work, such as special permit approval and Fire Department approval, must be required.

HOW DO I GET A BUILDING PERMIT?



1. Application: You will need to submit a Building Permit through our Online Permitting Portal accessed on the Department of Inspectional Services page via the City of Quincy website. There are also kiosks available in our office to submit a Building Permit Application. The fee is calculated at that time based on the value of the construction.



2. Steps: After submittal of the Application and Plans, a staff member within the Department of Inspectional Services will review plans and issue a Building Permit. Elements of construction such as foundation, plumbing and electrical will be permitted separately under certain conditions. Periodic inspections must be scheduled as elements of the project are completed. A final inspection and review is necessary for a Certificate of Occupancy.



3. Certificate of Occupancy: After your building permit work is completed, the project will receive a Certificate of Occupancy from the Department of Inspectional Services. A Certificate of Occupancy is required prior to occupying the Building.

Note: Permits become invalid if work does not start within 180 days of the permit being issued or if work is suspended for 180 days after starting. The Building Commissioner may grant extensions.

LICENSING BOARD



Office of City Clerk

Nicole L. Crispo, City Clerk

1305 Hancock Street, Quincy MA 02169

Phone: 617-376-1132 | Virtual Licenses: 617-376-1134 | E-mail: ncrispo@quincyma.gov

LICENSE BOARD MEMBERS

Andrew Scheele, Health Commissioner – Chairman

Jay Duca, Director of Inspectional Services – Co-Chair

Paul Keenan, Chief of Police

Joseph Barron, Fire Chief

Nicole Crispo, City Clerk

Susan Kindregan, Licensing Board Administrator

The City of Quincy Licensing Board issues a variety of business licenses. A License Application is available in the City Clerk's office. The applicant will be required to attend a Licensing Board public meeting at which time the application will be reviewed and discussed. Licensing Board meetings are held the second and fourth Tuesdays of the month at 4:00 PM in Quincy City Hall.

It is advisable that you contact the City Councillor that represents your business area in which you are proposing to locate your business. The City Councillor will provide community input and perspective to help guide you through the approval process.

BUSINESS LICENSES ADMINISTERED BY THE LICENSING BOARD INCLUDE:

Auctioneer	Explosives (Sales and Storage)	Pawn Broker
Automotive Repair and Selling of Gas	Gold & Silver Sales	Pinball/Video (under 4 machines)
Automotive Sales (Motor I, II and III)	Hackney	Pool Table
Body Art	Juke Box	Restaurant / All Alcohol
Body Work License	Junk Wagon	Restaurant / Wine & Malt
Bowling Lanes	Lodging House and Inn Holder	Retail Store / All Alcohol
Common Victualer	Medical Marijuana Dispensories	Retail Store Alcoholic / Wine & Malt
Dancing School	Movie Theatre	
Entertainment	Outside Dining	

The Licensing Board has established a fee schedule for the above referenced licenses. Contact the City Clerk's office for a complete listing of all licenses and associated fees.

ALCOHOLIC BEVERAGE LICENSE

Local and State Review: The Quincy Licensing Board will review your application and determine whether to approve it at the local level. If it does approve the application, the Board will forward the application to the ABCC for its approval. Once approved by the ABCC, the License Board will issue you the alcoholic beverages license. The ABCC will undertake a site inspection of the premise before issuing approval.

Note: There are a limited number of licenses that can be issued in the city – check for availability. If you stop operating a licensed business, you must give up your license and deliver it to the License Board. If you plan to temporarily suspend your business operations, you must provide notice to the License Board at least 10 days in advance.



OPENING A RETAIL STORE/OFFICE SPACE IN QUINCY

Inspectional Services/Building Department
Conservation Commission
Zoning Board of Appeals
Plumbing
Electrical

Jay Duca, Director
55 Sea Street, Quincy, MA 02169
Phone: 617-376-1450
Fax: 617-376-1465
Email: jduca@quincyma.gov

GETTING STARTED

You need a Business Certificate from the City Clerk's Office. (See page 4.) It is advisable that you contact the Department of Inspectional Services for a pre-inspection before signing a lease or purchasing a building.

ADDITIONAL PERMITS AND LICENSES



1. Is your store/office located in a business district?
Check your zoning with the Department of Inspectional Services.



2. Is your store/office moving into an existing retail/office space that already has the required amount of parking? Check your business parking requirements with the Department of Inspectional Services.



3. Are you going to put up a new wall mounted sign or awning?
You need a Sign Permit from the Department of Inspectional Services.
If within a Historic District you will need to contact the Historic District Commission. (See page 4)
Review Historic District boundaries in the Planning and Community Development Department.



4. Are you remodeling the inside of the retail/office space?
You need a Building Permit from the Department of Inspectional Services.

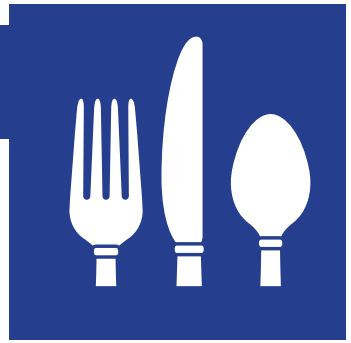


5. Are you within a Quincy Historic District?
A retail space will need approval from the Historic District Commission if any exterior changes are required.
Review Historic District boundaries in the Planning Department.
Visit www.QuincyMA.gov/government/planning



6. Are you within the Quincy Center Zoning Districts and/or over 5,000 sq ft of gross floor area?
If so, you will need Site Plan Review from the Planning and Community Development Department.
(See page 11)

OPENING A NEW RESTAURANT IN QUINCY



Health Department

Andrew G. Scheele, M.P.H.
Public Health Commissioner
440 East Squantum Street, Quincy, MA 02171
Phone: 617-376-1272
Cell: 617-908-9827
Email: ascheele@quincyma.gov

Inspectional Services/Building Department

Conservation Commission
Zoning Board of Appeals
Plumbing
Electrical
Jay Duca, Director
55 Sea Street, Quincy, MA 02169
Phone: 617-376-1450
Fax: 617-376-1465
Email: jduca@quincyma.gov

GETTING STARTED

You need a Business Certificate from the City Clerk's Office and a License to Operate an Establishment from the Board of Health. (See page 5) Contact the Department of Inspectional Services for a pre-inspection before signing a lease or purchasing a building.

ADDITIONAL PERMITS AND LICENSES



1. Is your restaurant located in a business district ?
Application and Common Victualler License is obtained from Quincy License Board Secretary.
Food Safety Certification Course-offered monthly. Contact the Board of Health for information.
You may need a Special Permit from the Zoning Board of Appeals.



2. Are you moving into an existing space that was never a restaurant?
Your proposal may be considered a "change of use" requiring a special permit from the Department of Inspectional Services.



3. Is your restaurant going to have seating?
You need a Common Victualler License from the License Board.
Plan Review with Health Department, including a Diagram and a Proposed Menu.



4. Is your restaurant going to serve alcohol?
You need an Alcoholic Beverages License approved by the License Board and Massachusetts Alcoholic Beverages Control Commission. (See page 7)



5. Are you going to put up a new wall-mounted sign or awning?
You need a Sign Permit from the Department of Inspectional Services.



6. Are you remodeling the inside of the restaurant space?
You need a Building Permit from the Department of Inspectional Services.



7. Are you within the Quincy Center Historic District?
A restaurant will need approval from the Historic District Commission if any exterior changes are required.
Review Historic District boundaries in the Planning and Community Development Department.
Visit www.QuincyMA.gov/government/planning



8. Are you within the Quincy Center Zoning Districts and/or over 5,000 sq ft of gross floor area?
If so, you will need Site Plan Review from the Planning and Community Development Department.
(See page 11)



DEPARTMENT OF PUBLIC WORKS

Department of Public Works

Al Grazioso, Commissioner
55 Sea Street, Quincy, MA 02169
Phone: 617-376-1959
Email: agrazioso@quincyma.gov

Paul Costello, City Engineer
55 Sea Street, Quincy, MA 02169
Phone: 617-376-1937
Email: pcostello@quincyma.gov

The Department of Public Works coordinates all infrastructure projects with the Building Department, Zoning Board of Appeals, Planning Department, Conservation Commission and other municipal departments and governmental agencies

STREET OPENINGS

No entity (person, business, utility, government agency) shall dig into or break-up any public street in the City without first having obtained a street opening permit from the Department of Public Works Engineering Department located at 55 Sea Street.

Fees for street opening permits are as follows:

1. \$100 Application Fee
2. \$500 Escrow Fee will be held for one year after the contractor completes the permanent patch.
Interest on retained money is considered to be the property of the municipality.
3. A \$5,000 performance and payment bond is required for each street opening permit granted.
4. The contractor must furnish a certificate of insurance for general liability no less than \$1.5 million.
5. According to state law a trench permit is also required for trenches over 3' deep, whether on public or private property. No fee required.

ADDITIONAL PERMITS ADMINISTERED BY THE DPW INCLUDE:

- Water, Sewer or Drain Connections
- Street/Sidewalk construction
- Dumpster
- Fire hydrant connection
- Moving van

The DPW established a fee schedule for the above referenced licenses. Contact the DPW office for a complete listing of all permits and associated fees.

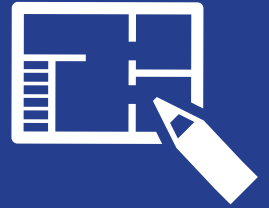
DEPARTMENT OF TRAFFIC, PARKING, ALARM AND LIGHTING

Traffic, Parking, Alarm and Lighting

Chris Cassani, Director
55 Sea Street
Quincy Ma 02169
Phone: (617) 376-1936
Email: ccassani@quincyma.gov

Enhance the safety of Quincy's children, residents, visitors, guests, drivers, commuters, and employees of local businesses through effective and efficient management of Traffic, Parking, Alarm, and Lighting System resources and assets.

SITE PLAN REVIEW



Planning and Community Development Department & Planning Board

James J. Fatseas, Planning Director
Coddington Hall
34 Coddington Street, Quincy, MA 02169
Phone: 617-376-1362
Email: jfatseas@quincyma.gov

Inspectional Services/Building Department Conservation Commission Zoning Board of Appeals Plumbing Electrical

Jay Duca, Director
55 Sea Street, Quincy, MA 02169
Phone: 617-376-1450
Fax: 617-376-1465
Email: jduca@quincyma.gov

WHAT IS A SITE PLAN REVIEW?

Site Plans show the layout, design, and construction of buildings, structures, parking and landscaping on a site in a way that protects the public's interest and some of the possible adverse outcomes of site development. Flooding, light glare, erosion, traffic hazards, obstruction of scenic views, noise, traffic, trash, contamination or aesthetic problems sometimes affect the area adjacent to development. The Site Plan Review procedure gives a community some control over development impacts by working with the property or building owner to shape the development in the best manner possible, and place certain conditions on the development. The purpose of Site Plan Review is to promote development that will be beneficial to the community and to protect the community from potential harmful impacts, by determining the most appropriate use of the land consistent with the City of Quincy Zoning Code.

WHO CONDUCTS SITE PLAN REVIEW?

Under the City of Quincy Zoning Code, the Planning Board has the responsibility of reviewing Site Plans. The Planning and Community Development Department manages the Site Plan Review Application Process and issues recommendations to the Planning Board.

WHAT PROJECTS REQUIRE SITE PLAN REVIEW?

Under the City of Quincy Zoning Code:

- All construction of a new nonresidential structure or expansion of an existing nonresidential structure which results in a total of more than 5,000 gross square feet but less than 9,999 square feet.
- All multi-family or apartment developments in any zoning district which results in a structure with three or more dwelling units.
- Construction or expansion of a parking lot which results in a total of more than 10 spaces.
- All structures within the Quincy Center Zoning Districts.
- There are additional activities that trigger Site Plan Review. It is strongly recommended that the Department of Inspectional Services be consulted.

WHAT IS THE PROCESS FOR SITE PLAN REVIEW?

Once the Inspectional Services/Building Department has determined a project will require Site Plan Review, a site plan application will need to be submitted to the Planning and Community Development Department which can be found in the **Rules and Regulations for Site Plan Review** for all Zoning Districts except the Quincy Center Zoning Districts where that application can be found in the **Rules and Regulations for the Quincy Center Zoning Districts: Special Permit and/or Site Plan Review**.

A Site Plan Review Application deemed complete by the Planning and Community Development Department will be scheduled for the next available Planning Board meeting date.



QUINCY CENTER ZONING DISTRICT

Planning and Community Development Department & Planning Board

James J. Fatseas, Planning Director

Quincy City Hall

34 Coddington Street, Quincy, MA 02169

Phone: 617-376-1362 | Email: jfatseas@quincyma.gov

The City of Quincy is in the midst of a major transformation of its historic downtown that will create a variety of new opportunities for businesses. Several regulatory and redevelopment programs are now in place to promote Quincy Center. Anyone interested in locating in Quincy Center are encouraged to contact the Department of Inspectional Services, Planning and Community Development Department, and the Quincy Chamber of Commerce.

WHAT KIND OF ZONING IS IN PLACE FOR QUINCY CENTER?

Two Quincy Center Zoning Districts are in place for the downtown. The only difference between the two is one district has a 10-story height limit while the other as a 15-story limit. Mixed-use is allowed by-right, dimensional requirements abolished, and reduced parking ratios are all geared towards promoting greater economic activity.

WHAT KIND OF APPROVALS ARE REQUIRED IN ORDER TO LOCATE IN QUINCY CENTER?

Site Plan Review and a Special Permit are required for all new construction in the Quincy Center Zoning Districts. Small building rehabilitation and tenant fit-outs require only Site Plan Review.

The Quincy Center Historic Overlay District transects the Quincy Center Zoning Districts. The Historic District Commission reviews and approves signage and building facades.

WHAT KIND OF ESTABLISHMENTS DOES THE COMMUNITY SUPPORT IN THE DOWNTOWN?

Any business looking to locate in Quincy Center is encouraged to read the *Quincy Downtown Vision, Framework, and Strategy Plan* as well as the *Quincy Center District Design Guidelines*. These documents can be found in the Planning and Community Development Department or at www.QuincyMA.gov

ISN'T QUINCY CENTER ABOUT TO BE TORN DOWN?

There is an active Urban Renewal District and Plan that covers over half of the Quincy Center Zoning Districts. The City is supporting new private investment with significant public improvement projects along with pursuing the disposition of both the Hancock Parking Lot and Ross Parking Garage parcels to a developer who shares the City's Vision for a revitalized Quincy Center. Contact the Planning and Community Development Department for more information.

THE FOLLOWING SITES HAVE SPECIFIC INFORMATION ON THE QUINCY CENTER REDEVELOPMENT:

www.QuincyMA.gov

www.TheQuincyChamber.com

SELECT BUSINESS “TYPES” SPECIAL REQUIREMENTS



Inspectional Services/Building Department
Conservation Commission
Zoning Board of Appeals
Plumbing
Electrical

Jay Duca, Director
55 Sea Street, Quincy, MA 02169
Phone: 617-376-1450
Fax: 617-376-1465
Email: jduca@quincyma.gov

GETTING STARTED

It is important to check with the city's Department of Inspectional Services to make sure the proposed business is allowed in the zoning district and property you are considering. The City of Quincy and Quincy Chamber of Commerce offer a variety of services to help an individual through the permitting and licensing process.

- Representatives from the city's building, health, zoning and licensing departments join with local architects, building contractors and attorneys to answer questions and help make your experience opening a business in the City of Quincy a pleasant one. Contact the Quincy Chamber of Commerce at (617) 471-1700 to schedule an appointment.
- Every Thursday afternoon from 2:00 – 4:00 p.m. the Department of Inspectional Services offers a free walk-in clinic where individuals can meet one-on-one with zoning and permitting officials to review a proposed project and the steps required for city approval. The Department of Inspectional Services is located at 55 Sea Street and can be reached at 617-376-1450.

Catering License (Prepared food to be served off site)

Issued by Health Department
Must be in an area zoned for business
Plan Review with Quincy Health Department
Diagram of Establishment
Proposed Products (menu) offered

Condo's and Apartments with swimming pools

Plan review with Quincy Health Department

Nail Salons/Massage/Hair Salons Establishments

Licensed by the State
Division of Licensure (www.mass.gov/dpl/home.htm)
Nail Salons need a sign off from Quincy Fire Department

Cigar Bars & Hooka Bars

Not Allowed in Quincy
Quincy Public Health Department Regulation
Clean Air Works
Smoking Restrictions

Tattoo Establishments

License by Quincy Health Department
Plan Review
Zoned for business

Home Based Businesses

Issued by the Department of Inspectional Services

One (1) home occupation may be allowed on any premises as of right, provided that the home occupation:

1. is conducted solely within a dwelling and solely by the person(s) occupying the dwelling as a primary residence;
2. is clearly incidental and secondary to the use of the premises for residential purposes;
3. does not produce offensive noise, vibration, smoke, dust, odors, heat, lighting, electrical interference, radioactive emission or environmental pollution;
4. does not utilize exterior storage of material or equipment (including the parking of commercial vehicles)
5. does not exhibit any exterior indication of its presence or any variation from residential appearance;
6. does not produce any customer, pupil, or client trips to the occupation site and has no nonresidential employees;

all other proposed home occupation businesses require a special permit



LOCAL & STATE BUSINESS RESOURCES

LOCAL & STATE BUSINESS ASSISTANCE PROGRAMS & RESOURCES

Massachusetts Alliance for Economic Development

A private, non-profit partnership between businesses and the public sector, the organization helps businesses match their site selection needs and requirements with the best possible location and resource options.

781-489-6262

www.massecon.com

The Massachusetts Office of Business Development Team

A consortium of state agencies created to provide a coordinated business development approach in helping companies expand or re-locate in Massachusetts.

1-877-BIZTEAM (249-8326)

www.mass.gov/bizteam

Massachusetts Departments of Labor and Workforce Development

Oversees the workforce development system and protects the health and safety of workers

www.mass.gov/dlwd

Massachusetts Department of Revenue

Helps taxpayers understand and meet their tax responsibilities

www.massdor.com/business/doingbus.htm

MassDevelopment

Provides an array of financing programs and real estate development expertise.

508-678-0533 South Eastern Mass Regional Office

www.massdevelopment.com

Massachusetts Division of Professional Licensure

Responsible for licensing and regulating activities

www.mass.gov/dpl/home.htm

Quincy Career Center

Provides a variety of workforce development and training services.

617-745-4066

www.quincycareercenter.org

Massachusetts Executive Office of Housing and Economic Development

Comprehensive site of the State's economic resources and programs

www.mass.gov/hed

Massachusetts Export Center

Helps companies achieve success in global markets

617-973-8664

www.mass.gov/export

South Shore Economic Development Corporation

Provides low interest financing for companies.

617-479-7066

www.southshorechamber.org

South Shore Workforce Investment Board

15 Cottage Ave, Suite 302, Quincy, MA 02169

617-934-4853

UMASS Boston Small Business Development Center

Counseling and training programs for small businesses and aspiring entrepreneurs.

617-287-7750

www.sbdcenter.umb.edu

U.S. Small Business Administration (SBA)

Provides financial, technical and management assistance to help individuals start, run and grow their businesses.

www.sba.gov/ma

Center for Women and Enterprise (CWE)

CWE offers education, training, technical assistance, women's business enterprise certification and access to both debt and equity capital to entrepreneurs at every stage of business development.

617-536-0700

www.cweboston.org

SCORE

SCORE is a non-profit association dedicated to educating entrepreneurs and helping small businesses start, grow and succeed nationwide. SCORE is a resource partner with the Small Business Administration (SBA).

781-682-3241

help@score.org

QUINCY CHAMBER OF COMMERCE RESOURCES



Quincy Chamber

Tim Cahill, President

1400 Hancock Street, 9th Floor, Quincy, MA 02169

Phone: 617-471-1700 | Web: www.TheQuincyChamber.com | Email: tcahill@thequincychamber.com

ABOUT US

Quincy Chamber provides advocacy within the business and local community. We foster professional and business growth through various networking events, educational seminars and community development initiatives. Helping to build and sustain a strong economic community is essential to the success of your business and our city. JOIN ONLINE.

GUIDANCE

Let us help you get more from social media channels.

We know how to register your business and where to go to obtain a permit or a license.

If you need it, we know where to find it. Guiding you through the challenges of starting your own business or growing the one you have is why we are here.

GROWTH

Our economic development collaborative can help you grow your business in a number of ways.

We have loan programs for start-ups and small businesses with bridge financing.

We work together to make important capital introductions and referrals to help grow your business.

EVENTS

We provide countless ways you and your business can gain invaluable insights and increased networking opportunities.

With over 50+ events each year we provide business opportunities, enhance your knowledge and help you engage with the business community.

These include our Annual Meeting, golf tournament, breakfasts, food festival, science fair, after-work socials, and free seminars.

PROMOTION

We supply you with the tools necessary to succeed.

Chamber communications and the database of business members demonstrate the unique value you get from membership.

Promote your business to all the member businesses and their employees through a variety of print, electronic and social media channels.

POLICY

We have access to decision makers at all levels and understand how to engage with government in a positive manner.

Understanding how good public policy can have a meaningful impact on start-ups, small businesses, developers and others looking to invest.

The goal is for you to never get lost in the bureaucracy while you work to achieve success.

GLOBAL

Let us bring your business to the rest of the world or have the world bring their business to you.

Our Innovation Center is actively engaging with individuals and firms from China, Ireland and Colombia who want to be part of the Quincy community.

We have an economic development agreement between Cork County, Ireland and Quincy that works to bring businesses here.

engaging your business

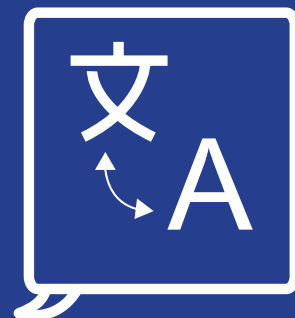
If you need translation assistance on any aspect of this Quincy Business Guide, or the overall Permitting and Licensing process in the City of Quincy please contact the Quincy Chamber of Commerce at 617-471-1700.

Mandarin: 如果您對這昆士市商務指南的任何方面，或在昆士市申請動工許可證及各牌照的過程中需要翻譯協助，請致電昆士廠商會：617-471-1700。

Portuguese: Se você precisar de ajuda de tradução em qualquer aspecto deste guide por favor em contato com o Quincy Chamber of Commerce em 617-471-1700 .

Vietnamese: Nếu bạn cần trợ giúp thông dịch trên bất kỳ khía cạnh của guide này xin vui lòng liên hệ với các Quincy Phòng Thương mại tại 617-471-1700 .

Arabic: اذا كنت بحاجة الى مساعدة الترجمة على أي جانب من جوانب هذا guide الرجاء اتصل كوينسي غرفة التجارة في 1700-471-617 .



City of Quincy
Mayor Thomas P. Koch
1305 Hancock Street, Quincy, MA 02169
Phone: 617-376-1990 • www.QuincyMA.gov



Quincy Chamber of Commerce
1400 Hancock Street, 9th Floor, Quincy, MA 02169
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